



**Administrative Office of the Courts
Court Interpreter Program
ORAL PROFICIENCY EXAM FOR COURT INTERPRETERS
September 2021 TESTING SCHEDULE**

The Administrative Office of the Courts of the State of Delaware will be offering the Court Interpreter Certification Oral Proficiency Examination in September 2021 in Wilmington. Testing is offered to those candidates that have attended Delaware's Orientation Seminar for Court Interpreter Candidates and who have successfully completed the Written Examination. Additionally, the Oral Examination is offered to all interpreters in the Court Interpreter Registry who have not scored at state certification levels. **All candidates should come prepared to take all three sections of the exam: sight, consecutive, and simultaneous.**

TESTING DATES AND LOCATIONS

Testing dates and locations are as follow:

WILMINGTON: September 13 - 16, 2021

Testing times for each date will be scheduled as registrations are received. Priority will be given to Delaware resident candidates.

REGISTRATION FEE

The test registration fee is **US\$ 300.00**. A **US\$ 35.00** fee will be assessed for returned checks. The registration fee is refundable only if a cancellation request is received prior to or on the registration closing date of **July 17, 2021**. The registration fee is non-refundable after the registration deadline and for candidates who do not appear at their scheduled time and location.

REGISTRATION OPENING DATE

Registration will open **June 04, 2021**.

REGISTRATION CLOSING DATE

Registrations will not be accepted after the registration closing date/deadline of **Jul 17, 2021**.

WHAT HAPPENS AFTER YOU REGISTER?

After the registration period is closed, you will receive a confirmation form with your test time, directions to the testing site and information about the check-in and testing procedure.

REFUNDS

Registration will not be refunded or postponed if you fail to appear for your exam, you arrive late, or cancel your registration after the deadline of July 17, 2021. The exception to this policy is if you are feeling sick at any time before the exam and need to cancel.

Do not come to the courthouse if you are sick. If you experience COVID-19 symptoms, or experience another medical reason that would prevent you from taking the September test, you will be given the opportunity to register for the next available test or request a refund of your registration fee.

COVID-19 GUIDELINES

You will be required to follow all state and judiciary guidelines in effect. For example, if a face covering is required to enter the courthouse, you may need to wear your mask during the entire duration of the exam. Information can be found at <https://courts.delaware.gov/>.

IDENTIFICATION

When you appear for the test, you will be asked to produce official photo identification with the same name that appears in your registration form. Acceptable forms of identification include a driver's license, an official state identification card for unlicensed drivers, or a valid passport. Absent identification, the test will not be administered and registration fee will not be refunded.

PROHIBITED ITEMS

Please read the List of Prohibited Items carefully. A copy is enclosed.

**Administrative Office of the Courts
Court Interpreter Program
ORAL PROFICIENCY EXAM REGISTRATION FORM
Sept. 13 to Sept. 16, 2021**

1. PERSONAL INFORMATION

Please complete ALL fields and write legibly. Be sure to enter your name as it appears on your official documents (e.g., driver's license, state ID or passport) that you will be bringing to the test for identification.

Last Name First Name Middle Name

Social Security # Daytime Tel # Evening Tel. #

Street Address

City State Zip Code

Email Address: _____

TEST LANGUAGE: _____ ***Candidates who wish to test in more than one language must complete a separate registration form and pay for each test separately. Exams may or may not be scheduled for the same date. ***

2. DATE AND TIME

Seating is limited. Please select a 1st and a 2nd choices by placing a number 1 and a number 2 respectively by the dates below. We will do our best to accommodate your first choice.

_____ September 13, 2021 in Wilmington; Leonard L. Williams Justice Center (NCC Courthouse)

_____ September 14, 2021 in Wilmington; Leonard L. Williams Justice Center (NCC Courthouse)

_____ September 15, 2021 in Wilmington; Leonard L. Williams Justice Center (NCC Courthouse)

_____ September 16, 2021 in Wilmington; Leonard L. Williams Justice Center (NCC Courthouse)

3. PRIOR TESTING (please **initial** the item that applies)

- _____ I **have** taken the _____ language Oral Proficiency Examination before, on (dates) _____ in the State of _____.
- _____ I **have not** taken the _____ language Oral Proficiency Examination previously.

4. The test registration fee is US\$300.00. Please make check or money order payable to the State of Delaware. **A US\$35.00 fee will be assessed for returned checks.** Registration fee is refundable only if cancellation request is postmarked by the deadline of July 17, 2021. **Registrations will not be accepted unless accompanied by the corresponding fee.**

Please advise if any special accommodations are necessary.

5. Submitting your registration- Please mail the completed registration and fee to the address below by the deadline of July 17, 2021. Please retain a copy for your records.

**Administrative Office of the Courts
405 N. King St., Suite 507
Wilmington, DE 19801
ATTN: Jennifer Figueira/Registration**

If you have any questions, please contact the Court Interpreter Program Coordinator via email, at **jennifer.figueira@delaware.gov** or during the pandemic call the Coordinator's cell phone, at 302-319-8348.

Court Interpreter Oral Proficiency Exam

List of Prohibited Items

Test takers are prohibited from bringing the following items into the examination room:

- Cell phones, smart phones, text messaging devices, personal digital assistants, or other electronic communication devices
- E-readers, tablet computers, laptops, or any type of computer
- Cameras, scanners, audio or video recording devices, or picture-taking devices
- Media players or radios
- Headphones, headsets, or listening devices (belonging to the examinee)
- Language translators
- Calculators
- Watches or other timepieces, smartwatches, or physical activity trackers
- Key fobs
- Firearms or weapons
- Alarms, electronic timers of any kind
- Rulers
- Briefcases, handbags, or backpacks of any kind
- Earplugs or earmuffs
- Hats and/or hoods (except religious apparel) may not be worn on the head
- Food or beverages (unless pre-authorized for medical reasons)